1980

The Banker's Executive MBA Program

Nova University

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The Bankers Executive MBA Program
A Commitment To Leadership

As the demands of the marketplace increase, and expectations of the workforce change, the transforming of financial institutions' strategies into competitive success demands one quality above all: leadership—the capacity to take plans from the boardroom and translate them into effective action.

Meeting the competitive challenge today requires a banking-oriented organization to develop talented, highly trained people. That is the reason organizations in the financial industry rely on the Bankers Executive MBA Program.
The Director's Message

One of the most vital needs of the complex financial environment is the further development of its present and future leaders. The highly competitive nature of today's deregulated banking industry has made it necessary for banking professionals to anticipate and formulate strategies to survive the next decade. The Bankers Executive MBA Program is designed to assist individuals from diverse financial backgrounds in meeting their personal career goals in the financial industry.

Are you interested in the challenge presented by graduate study in banking? Is your personal goal to develop further and expand your knowledge of the financial industry? If you answered “yes” to either or both, you are ready to begin a program that can assist you in the attainment of your personal goals. The Bankers Executive MBA Program is offered in a unique Saturday format designed for the working banking professional. The program can be completed in as little as eighteen months and provides a cutting edge point of view in the dynamic field of banking as well as a broad-based perspective in addressing contemporary bank issues. Our financial arena is composed of international, interstate, regional, and local banks that range from several million to over thirty billion in assets. By taking advantage of the Bankers Executive MBA Program, you can excel as a leader in this exciting industry.
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Successful bank management in the 1990s promises to be a challenging task. We are faced with difficulties ranging from changes in our regulatory environment to major changes in technology. We now, and will for some time to come, live with the realities of mergers, acquisitions, and reorganizations.

At the end of the 1980s there were almost 2,000 banks, bank holding companies, credit unions, financial services companies, and saving and loan associations in Florida alone. What will the '90s bring? It's a certainty that we will feel the impact of the failed thrift industry for some time to come. We will also feel the added effect of poor real estate investment decisions made by banks. We will witness an increasing trend in the use of debit cards as we slowly evolve into an almost cashless society. Clearly, globalization is moving us rapidly into a new-age environment, in which visionary thinking will become the practice of every successful leader of industry.

Good banking management requires sophisticated knowledge of the integration of all stages of the banking process. For example, a marketing director must understand how a small change in the delivery of a product or service will affect branches and bank operations as well as the finance area. Effective bankers also recognize the important role played by government. Similarly, they recognize the opportunities afforded by innovative thinking. Thus a successful banker is simultaneously a conceptualizer, an entrepreneur, a financier, a manager, a planner, and a marketer. It is a demanding job that requires both imagination and skill and provides many different rewards for those who do well.

For years, bankers have acquired skills through the chances of experience. While many individuals have entered the field through training-related disciplines (e.g., business, planning, industrial engineering), an equal number have entered without formal preparation. As the financial industry has grown in scale and complexity and as management activity spreads to corporate institutions, both industry and academia have recognized the need for more formal specialized education.
The Bankers Executive MBA Program is a rigorous and focused degree program designed to educate professional men and women in the full range of development and management aspects of banking. The program draws its faculty from the Banking Institute of the Friedt School of Business and Entrepreneurship, which includes marketing, finance, economics, and accounting specialists. The faculty is augmented by outstanding leaders in the finance industry. The program prepares professionals to assume senior positions of responsibility.

The objective of the Bankers Executive MBA Program is to provide professionals with a comprehensive understanding of all phases of the financial institutional process. Subjects are taught by faculty members and professionals active in the field. Each course combines lectures with case studies and assignments that simulate problems and tasks frequently encountered by banking professionals.

Designed to be completed in 18 months of intensive study, the curriculum is demanding and fast paced. The program uses a non-traditional Saturday format to suit the needs of professionals studying at the graduate level. Classes are scheduled for eight of the twelve Saturdays in a term, with a one-to-two week break between them, in each calendar year. Usually, students may enter the program at the beginning of each term. Courses are scheduled in a logical sequence, taking into account prerequisites, so that students can track the entire program at the time of admission.

Besides the core courses required in the Bankers Executive MBA Program, there are specialization modules including Commercial Lending, Current Issues Symposium, Real Estate Construction Lending, Credit Analysis, and Bank Management Computer Simulation.
The program utilizes a non-traditional Saturday format to suit the needs of full-time working professionals in the banking field. Classes are scheduled for eight of the twelve Saturdays in a term. There are four 12-week terms, with a one-to-two week break between them, in each calendar year. Usually, students may enter the program at the beginning of each term. Courses are scheduled in a logical sequence, taking into account prerequisites, so that students can track the entire program at the time of admission. Students can complete the program within 18 months. Workshops, seminars, and symposia that augment the program are offered in one-to-five day periods.

In developing the Bankers Executive MBA Program faculty, special care was taken to bring together professionals representing a range of expertise, broad perspectives, and specialized knowledge. Each faculty member is not only highly qualified in his or her field, but also skilled in the art of communication. A core adjunct faculty including consultants, bankers, economists, attorneys, accountants, regulators, and others augment the University's full-time professional staff.

The Bankers Executive MBA Program is specifically designed for managers who intend to maintain full-time employment while pursuing advanced management study.

Candidates for the Saturday program should have five years of work experience, with three years or more in a managerial position. Executives applying for and being admitted to the program are expected to hold a bachelor's degree. However, a limited number of executives who lack such a background will be considered for admission if their credentials indicate an unusually strong probability for success in the program.

Each Executive MBA student is carefully selected and interviewed prior to admission. The students admitted to the program represent a wide diversity of industry and experience. As a result, there is a high level of interaction within the class; the students learn from the faculty and from each other as well. The knowledge students acquire in the classroom has immediate application in the workplace.

To complete the Bankers Executive MBA Program, a participant is required to successfully complete 42 specified credit hours of study.

The entire Bankers Executive MBA Program cost is $11,970 plus the cost of books. This includes all 42 graduate credits as well as noncredit prerequisite seminars in the areas of statistics, economics, accounting, marketing, and finance. Students are charged no other fees except their nonrefundable application fee and a commencement cap and gown fee.
Tuition may be paid in a number of ways: annually, semi-annually, or quarterly. Banking Institute personnel will be pleased to explain these financing options to the prospective student.

Students who may be eligible for Veterans Administration benefits are invited to consult the VA counselor in the Registrar's Office at the University. In many cases tuition is reimbursed by the sponsoring company.

Various student loan programs are also available. Students should contact The Office of Student Financial Aid to determine what financing may be available for them.

Transfer of Credits

Program applicants are permitted to transfer up to six (6) credits (two courses) from work completed in Master's programs at other accredited institutions. The credits in question must have been completed within the last five years with a grade of "B" or better and have an equivalent course content and level to the Nova coursework. Application for transfer credit must be made at the time of admission to the program.

Financial Assistance

Over three-fourths of all Executive MBA students receive full or partial tuition payment through their company sponsors. The University makes various financial assistance options available to graduate students. Please contact the Office of Student Financial Aid, 3301 College Avenue, Fort Lauderdale, Florida 33314-9987, 1-800-541-NOVA, Ext. 7411 or (305) 475-7411.

Program Alternatives

The Bankers Executive MBA Program is specific and unique. Please inquire at the Banking Institute concerning:

- MBA with a banking specialty and certification (12 banking course credit hours)
- MBA with banking electives (9 banking course credit hours)
- Nova MBA (21 banking course credit hours)
- Second MBA for students with MBA degree from another accredited institution
- Workshop and symposium offerings
- Customer programs designed for and taught at your organization or elsewhere off campus

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, and national or ethnic origin.

The Banking Institute is a member of the Executive MBA Council, which is affiliated with the American Assembly of Collegiate Schools of Business.
The Advisory Board

The Advisory Board is composed of the dean of the Friedt School of Business and Entrepreneurship, the director of the Division of Executive Development, the director of the Banking Institute, a distinguished panel of senior financial institution-related executives, and Friedt School alumni. The Institute owes its reputation to the quality and commitment of its strong and diverse Advisory Board. The board consists of prominent members of the community throughout Florida and elsewhere. The board plays an active role in providing the Institute with direction for the future and in identifying banking educational goals.

Several Excellent Reasons Why You Should Enroll in the Bankers Executive MBA Program:

1. The program has a Saturday format.
2. The entire program of 42 credit hours can be completed in 18 months.
3. The program is specifically designed for the professionals in the banking community in your region. You interact with your peers.
4. Your tuition includes all your costs, except textbooks.
5. Low student-to-professor ratios.
6. Case studies and class participation are stressed. You are part of the education process.
7. Professors are selected principally from the financial industry. You are taught by working professionals.
8. The program blends theoretical business management disciplines with professional "cutting edge" banking subjects such as Bank Management Computer Simulation modeling.
9. The curriculum is fixed. You can schedule your entire program from the beginning.
10. You formally evaluate your professor, text, and coursework in every course you take.
11. The program was designed by, and is monitored by, banking-related professionals serving on the Advisory Board.
12. Your tuition is fixed in amount for the time you are in the program. No tuition increases for full-time students who are continuously enrolled in the program.
13. Personalized counseling throughout the program. Student problems and issues are addressed on a one-on-one personal basis, not by memo.
14. Convenient Fort Lauderdale Main Campus location at SR84, I-595 and the Florida Turnpike.
The Bankers Executive MBA Program

Nova University believes in the unlimited potential of every individual. It stimulates men and women to learn, to make a difference in the world. Through its educational offerings, research products, and programs of public service, the University encourages the free exchange of ideas and the search for knowledge that is the cornerstone of academic tradition.

The Nova University Bankers Executive MBA Program is an innovative and unique program designed to serve the Florida financial institutions community. The program is primarily designed for mid- and upper-level professionals in commercial banks, thrift institutions, credit unions, regulatory agencies, and other segments of the industry.

The objective of the Nova University Bankers Executive MBA Program is to provide academic growth, analytical proficiency, and the ability to master current relevant issues and concerns necessary for the total development of the financial institution's professional.

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, and doctoral degrees. Nova University admits students of any race, color, and national or ethnic origin.
PROGRAM CURRICULUM

**CORE MODULES**
- ORGANIZATIONAL BEHAVIOR AND DEVELOPMENT
- HUMAN RESOURCE MANAGEMENT
- MANAGERIAL ECONOMICS
- STRATEGIC MARKETING
- FINANCIAL MANAGEMENT
- BUSINESS POLICY
- PRODUCTIVITY WORKSHOP

**BANK MANAGEMENT MODULES**
- RETAIL BANKING
- BANK ACCOUNTING
- BANK MANAGEMENT COMPUTER SIMULATION
- LENDING MANAGEMENT

**FINANCIAL ANALYSIS FOUNDATION**
- BANK CREDIT ANALYSIS

**CREDIT RELATED MODULES**
- COMMERCIAL LENDING
- COMMERCIAL REAL ESTATE LENDING

**CURRENT ISSUE MODULE**
- CURRENT ISSUE SYMPOSIUM
- CURRENT ISSUE PRESENTATION BY LEADING FINANCIAL INSTITUTION EXPERTS
  - CONSUMER TRENDS
  - MANAGING CHANGE AND CONFLICT
  - PRODUCT PRICING
  - ANALYSIS OF BUSINESS CONDITIONS
  - FUTURE OF FINANCIAL INSTITUTIONS
ADMISSION REQUIREMENTS

- BACHELOR'S DEGREE
- THREE LETTERS OF RECOMMENDATION
- OFFICIAL TRANSCRIPTS
- SATISFACTION OF PREREQUISITE COURSES
- GMAT
- APPLICATION FEE
- PERSONAL INTERVIEW WITH PROGRAM DIRECTOR
- STUDENTS MAY TRANSFER UP TO SIX (6) CREDIT HOURS

FINANCIAL AID

- STUDENT LOANS
- VA BENEFITS
- REIMBURSEMENT FROM BANK/SAVINGS AND LOAN ASSOCIATION OR COMPANY

TUITION AND FEES

- THE PROGRAM COST IS $285 PER CREDIT HOUR.*
  THIS FEE INCLUDES:
  - SYMPOSIUM ATTENDANCE
  - REGISTRATION FEE
  - TUITION
  - SEMINAR COST
  - SEMINAR MEALS
  - GRADUATION FEE

  * Tuition and Fees are subject to change without notice.
The Bankers Executive MBA Program

INSTRUCTIONAL MATRIX

THE BANKER
- Managerial Policy Making
  - Business Policy

THE FINANCIAL INSTITUTION ORGANIZATION
- Developing Effective Organizations
  - Human Resource Management
  - Organizational Behavior & Development

THE BUSINESS ENVIRONMENT
- Financial Management
  - Financial Management
  - Managing Change and Conflict

- Management Practices
  - Retail Banking Management
  - Marketing Management

- Current Lending Strategies
  - Bank Credit Analysis
  - Lending Management

  - Commercial Lending
  - Retail Banking Management
  - Commercial Real Estate Lending

  - Pricing
  - Productivity Improvement

  - Future of Financial Institutions
  - Analysis of Business Conditions
Dear Prospective Applicant:

It is a pleasure to learn of your interest in the Master's Programs offered by the Friedt School of Business & Entrepreneurship. A decision to enter the graduate program of Nova University represents a major commitment in your career development.

Nova University is regionally accredited by the Commission on Colleges, Southern Association of Colleges and Schools. It is unique in its delivery system, which is designed to fit the needs of the working professional. The Master's programs are offered here on the Fort Lauderdale campus, as well as at various cluster sites throughout the United States. Classes meet approximately every third weekend and are taught by a national faculty whose expertise fulfills the curriculum guidelines. Degree requirements can be completed in 18-21 months.

Enclosed is an application and information concerning the Master's programs. Should you desire additional information, please feel free to contact the local cluster coordinator indicated for your area, or call the program office directly at 475-7643 or 475-7681.

Sincerely,

Neuman F. Pollack, Ph.D.
Dean
Friedt School of Business & Entrepreneurship

NP:ts

Enclosures
Graduate Admissions Application

Message To The Applicant:
To complete the application process, please:

1. Print in ink or type all information required on this application and return with nonrefundable $30.00 application fee. Make all checks payable to Nova University.
2. Request to have your official transcripts sent directly to the University (form provided).
3. If you have taken the Graduate Management Admissions Test (GMAT), or the Graduate Record Examination (GRE), please attach or forward a copy of your grade report immediately.

The GMAT or GRE is mandatory for the Master's in Public Administration; Master's in Business Administration; Master of Science in Human Resource Management, and Health Services Administration; Executive MBA for Bankers program; Master's in International Business Administration; and Master's in Accounting.

Show date: , and Year , you plan to take this test. Application forms for the GMAT or GRE may be obtained from the Friedt School of Business and Entrepreneurship program office or by writing to GRE/GMAT--Educational Testing Service --Box 966, Princeton, New Jersey 08540.

4. Arrange to have three letters of recommendation sent directly to the University (forms provided).
5. Further Admissions Instructions:
Send all papers and records to: Nova University--Admissions Office, Friedt School of Business and Entrepreneurship, 3301 College Avenue, Ft. Lauderdale, Florida 33314. The processing of your application is dependent upon the prompt receipt of all requested records. A personal interview with a counselor is recommended for all programs, and we recommend that you call if there are any delays in the admissions procedure. (Broward 475-7689 or 475-7079; Dade 940-6447 x 7689 or x 7079, WATS 800-541-6682 x 7689 or x 7079.

Expected Starting Date  /  / Location

Soc. Sec. #  Sex:  Male  Female  Date of Birth  /  / 

Last Name First Name M.I. Maiden Name

Legal/Permanent Address: Street & Number Apartment

City State Zip Home Telephone Business Telephone

Mailing Address While Attending Nova (Local) City State Zip

Emergency Contact:

Name

Address

Home Telephone Business Tel. Ext.

Academic Goal:
☐ MBA  ☐ MS/HRM  ☐ MS/Human Services
☐ MPA  ☐ MS/CJ  ☐ MS/Microcomputer Mgmt.
☐ M/ACC  ☐ MS/Health Services  ☐ MS/Telecommunications Mgmt.
☐ MIBA  ☐ MBA for Bankers  ☐ Special Student (non-degree)
Education: List in reverse order (most recent first) all colleges and universities attended. An official transcript must be submitted for course work taken.

<table>
<thead>
<tr>
<th>Name of College</th>
<th>Date Started (Mo/Yr)</th>
<th>Date Ended (Mo/Yr)</th>
<th>Major Field</th>
<th>Degree (Mo/Yr)</th>
<th>G.P.A.</th>
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</table>

Do you intend to transfer any graduate level credits toward your master's degree?
☐ Yes  ☐ No  If yes, list: Course number, title, institution, and dates:

Citizenship Status:
☐ U. S. Citizen  Do you require an I-20?  ☐ Yes  ☐ No
☐ Non-resident Alien  If you have a visa, indicate Status Code
☐ Resident Alien  Country of Citizenship ____________________________

Native Language ________________________________

Additional procedures are required for admission of non-resident alien students.

Ethnic Origin Data: (This information is required for reporting purposes only)

Check one of the following:  ☐ Hispanic Origin
☐ White Not of Hispanic Origin  ☐ Asian or Pacific Islander
☐ Black Not of Hispanic Origin  ☐ American Indian or Native Alaskan

Applicant Status At Time Of Application:
First time attending Nova University?  ☐ Yes  ☐ No
Name of Employer

Honor and Other Evidence of High Scholarship

Please circle the Undergraduate Prerequisites you have already satisfied. Mark only the ones that apply to your program.

2) Economics 7) Advanced Accounting 12) American Government
3) Accounting 8) Intermediate Accounting I 13) Psychology
4) Marketing 9) Intermediate Accounting II 14) Management/O.B.

References: List below three business or faculty references who will submit letter of recommendation on your behalf. Letters are to be submitted directly to the Admissions Office by the persons named below.

Name And Address  

Position

Professional Licenses that you hold

Business, Professional, and Social Organizations in which you have been active:

Financial Aid:

Have you applied for Financial Aid?  □ Yes  □ No

Have you filed a College Scholarship Services Financial Aid Form (F.A.F.)?  □ Yes  □ No

If yes, when was the F.A.F. sent to Princeton, N.J.?  

Date

I declare that the above information, to the best of my knowledge, is complete and accurate. I agree to abide by all rules and regulations of Nova University.

Applicant Signature  

Date

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University practices a policy of nondiscrimination in employment and admission. Nova University does not discriminate on basis of race, color, age, sex, religion or creed, national or ethnic origin, or handicap.
TRANSCRIPT REQUEST FORM
IMPORTANT: MAIL THIS FORM WITH TRANSCRIPT

Social Security # ___________________________ Date __________________

Name ____________________________________________ Date __________________

Last            First          Middle

Street ____________________________ City __________________ State ____________ Zip __________

Date first enrolled ___________ Date last enrolled ___________

Signature __________________________________________

===============================================================================

PLEASE SEND ____________ COPIES TO:

Nova University
Friedt School of Business & Entrepreneurship
Master's Programs
3301 College Avenue
Ft. Lauderdale, FL 33314

MY PROGRAM AT NOVA UNIVERSITY IS:

___ Bankers Executive (MBA)
___ Institute for International Trade Development
___ Master of Accounting
___ Master of Business Administration
___ Master of International Business Administration
___ Master of Public Administration
___ Master of Science/Gerontology
___ Certificate Program (Gerontology)
___ Master of Science/Health Services
___ Master of Science/Human Resource Management
___ Master of Science/Human Services
___ Real Estate Development and Management (MBA)
Order Form for GMAT Bulletin of Information

Applicants to schools requiring the Graduate Management Admission Test (GMAT) may arrange with Educational Testing Service (ETS) to take the test on one of four dates. If you wish to receive free of charge a Bulletin of Information describing arrangements for taking the test, the nature of the exam, and scoring procedures, complete the address label at the right and mail it to:

Graduate Management Admission Test
Educational Testing Service
P.O. Box 6101
Princeton, NJ 08541-6101

To order a GMAT Bulletin of Information by telephone, call (609) 771-7330.

A registration form and return envelope accompany each Bulletin of Information. Depending on where and when you want to take the test, your completed registration form and fee must be postmarked between five and eight weeks before the test date you select (requests for supplementary and Sabbath observer centers and special arrangements for disabled persons have earlier deadlines). See the calendar on the reverse side for test dates and deadlines. It is to your advantage to send for your Bulletin and complete your registration form as early as possible. (Processing of registrations for 1990-91 will begin in late August 1990.)

Please note that, although you may receive order forms from several schools, you need only one Bulletin and registration form.

Order Form for Official GMAC Publications

My payment is enclosed for (check appropriate box):

<table>
<thead>
<tr>
<th>U.S. Delivery*</th>
<th>Foreign Delivery**</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Official Guide for GMAT Review</td>
<td>#238405</td>
</tr>
<tr>
<td>The Official Guide to MBA Programs</td>
<td>#238324</td>
</tr>
<tr>
<td>Both Guides</td>
<td>#238406</td>
</tr>
<tr>
<td>The Official Software for GMAT Review†</td>
<td>#299603</td>
</tr>
<tr>
<td>(including The Official Guide for GMAT Review)</td>
<td></td>
</tr>
<tr>
<td>The Official Software for GMAT Review†</td>
<td>#299622</td>
</tr>
<tr>
<td>(including The Official Guide for GMAT Review) with The Official Guide to MBA Programs</td>
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</tr>
</tbody>
</table>

*Priority delivery to United States, Guam, Puerto Rico, U.S. Virgin Islands, and U.S. territories
**Airmail delivery to Canada and all countries and areas other than those named above

Reminder: If you order any of the above Guides when registering for the GMAT, be sure to enter the amount of your payment in item 32 of the registration form.

†IMPORTANT: See hardware requirements on reverse side.
Registration Calendar

<table>
<thead>
<tr>
<th>Test Dates</th>
<th>DOMESTIC REGISTRATION</th>
<th>LATE REGISTRATION &amp; CENTER CHANGE</th>
<th>SPECIAL REGISTRATION</th>
<th>FOREIGN REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR REGISTRATION</td>
<td>Late registration forms must be postmarked by a specific date</td>
<td>Add a $15 late registration fee</td>
<td>Last postmark date for supplementary centers, observer administrations and arrangements for disabled persons will be returned.</td>
<td>Last postmark date for supplementary centers, observer administrations and arrangements for disabled persons will be returned.</td>
</tr>
<tr>
<td>SPECIAL REGISTRATION &amp; CENTER CHANGE</td>
<td>Special registration forms must be postmarked by a specific date</td>
<td>Period will be returned.</td>
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<tr>
<th>Postmark Dates</th>
<th>Airmail Postmark Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 20, 1990**</td>
<td>Aug. 29</td>
</tr>
<tr>
<td>Jan. 19, 1991*</td>
<td>Nov. 28</td>
</tr>
<tr>
<td>Feb. 16, 1991*</td>
<td>Jan. 23</td>
</tr>
<tr>
<td>May 13, 1991*</td>
<td>April 24</td>
</tr>
</tbody>
</table>

*Administration dates for observers of the Saturday Sabbath will be Monday, October 22, 1990; Tuesday, January 22, 1991; Monday, March 18, 1991; and Monday, June 17, 1991.

**No supplementary centers will be established for foreign registration for the October 1990 test date.

Scores are reported approximately five weeks after the test date.

Three Publications from the Graduate Management Admission Council...

  - more than 700 test questions with answers and explanations and test-taking strategies
  - a comprehensive math review chapter
  - an authentic GMAT test with answer key and scoring instructions

  - an automated version of the questions and answers in the GMAT Review book with on-screen timer and automatic scoring
  - a copy of The Official Guide for GMAT Review, a user's manual, and two sets of software disks (3½" and 5½")
  - Hardware requirements are: IBM PC, XT, AT, PS/2, or 100% compatible computer with two disk drives (3½" or 5½") or one disk drive and a hard disk with at least 2.0 megabytes of free space; 256K, DOS 2.0 through 4.0; CGA, EGA, VGA, Hercules Graphics or 100% compatible adapter card and monitor. A printer is optional.

- The Official Guide to MBA Programs, 1990-92 Edition, includes:
  - descriptions of more than 550 graduate management programs prepared by the schools themselves
  - an introductory section discussing management programs, the application process, financial aid, and career opportunities
  - information request cards to send to schools of your choice

How to Order

Both The Official Guide for GMAT Review and The Official Guide to MBA Programs are sold in many bookstores or can be ordered by mail from ETS. The Official Software for GMAT Review is available only through mail order. Fill out the order form and mailing label on the reverse side and send it with the appropriate payment to ETS, either with your GMAT registration form or in a separate envelope addressed to Graduate Management Admission Test, Educational Testing Service, P.O. Box 6108, Princeton, NJ 08541-6108.

All book orders to be sent to addresses in the United States or U.S. territories will be shipped by priority mail (first class) at no additional charge. Because software packages are sent via UPS, a street address is required. UPS will not deliver to a P.O. box number. Please allow three to four weeks from order receipt for delivery to U.S. addresses. For delivery to other countries, please allow six to eight weeks from time of order receipt.
Letter of Recommendation

Last name  First name  Middle name

is applying to NOVA UNIVERSITY for admission to a program of graduate study in the field of:

The Admissions Committee will appreciate your estimate of the applicant’s aptitude for graduate study. Your comments on his attitude toward his work and his ability and performance as a student or employee, will be extremely helpful. Please include also a brief characterization of the applicant as a person.

Letters of recommendation are required as an important part of the application for admission. Applications cannot be acted upon until complete; therefore, you are requested to return your recommendation as promptly as possible to the Friedt School of Business and Entrepreneurship, Director of Admissions, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314.

THE RECOMMENDATION

Signature: ____________________________ Date: ____________________________
Address: ____________________________

(Please do not complete this form if the waiver below has not been completed and signed.)

TO THE APPLICANT:

Please complete this portion of the Recommendation Form before giving it to your source of reference.

Pursuant to the Family Education Rights & Privacy Act (Buckley Amendment) enacted on December 31, 1974, I DO □, I DO NOT □ waive the right to inspect and review this completed recommendation.

Applicant’s Name (PRINT)  Signature

Soc. Sec. No.  Program  Semester Date  Full Time □  Part Time □
NOVA UNIVERSITY - Friedt School of Business & Entrepreneurship

FINANCIAL AID HISTORY

To: Master's Program Applicant

PLEASE READ! PLEASE RETURN THIS FORM AS PART OF YOUR APPLICATION MATERIAL. This form must be completed before your file can be reviewed by the admissions committee.

Federal Regulations require that first-time loan users be fully oriented to and understand their obligations regarding loan programs. To insure that you receive the proper orientation material we request that you read the information listed below and respond to the questions appropriately.

1. I am considering using a Federally insured student loan to support my master's program.

   ____ Yes - Go on to question #2.
   ____ No - Please complete bottom portion and return entire form.

2. If you have borrowed through the Stafford Guaranteed Student Loan Program, the Supplemental Loan for Students Program, or the Parent Loan for Undergraduate Students Program from Nova University prior to August of 1989, you are exempt from completing this orientation process.

   Have you borrowed through any of these programs prior to August 1989?

   ____ Yes - Please complete bottom portion and return entire form.
   ____ No

If you answered no to question #2, you will receive a video and reading material which will familiarize you with your loan obligations. You will be requested to view the video, read the material, and sign the appropriate papers. Please complete and return address form below to have video mailed to you. Directions will follow.

Student Name ___________________________________________________________ Please Print

Social Security Number __________________________________________________

Address ________________________________________________________________

City __________________________ State ________ Zip __________

Signature ____________________________________________ Date __________
Dear Prospective Master's Student:

Thank you for your interest in the Nova University Bankers Executive MBA Program. The purpose of this quality program is the development of managers, who through their professional growth, are prepared to meet the challenges of the ever-changing bank environment.

The Banking Institute offers a unique and innovative program featuring learning and delivery systems for mid- and upper-management professionals who are employed by commercial banks, savings and loan associations, and regulatory agencies.

Because of deregulatory demands and evolving marketplace competition, leaders of financial institutions must develop excellence in the comprehension of cause and effect in order to plan alternative response strategies. Our banking program addresses these and other issues. Nova University is seeking professional individuals with a wide range of career and personal goals who are willing to commit themselves to the effort required to achieve these goals.

I would like to assist you in the pursuit of your executive MBA studies. Please call me or Vi Troppe at Nova University's Banking Institute in Ft. Lauderdale, Florida at (305) 475-7480 or (305) 476-8934.

Sincerely,

Lea M. Toppino  
Director  
Banking Institute  
LMT/vt  

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